

**Bonds**

**PA30**

**Change History**

Update the following table as necessary when this document is changed:

Date	Name	Change Description
10/06/06	Lesa Terry	Update Script.

### Purpose

Use this procedure to create Bond purchases with single or rotating owners and co-owner/beneficiaries.

### Trigger

Perform this procedure when the employee notifies Human Resources of their desire to enroll in the Savings Bond Program.

### Prerequisites

None

### Menu Path

Human Resources → Personnel Management → Administration → HR Master Data → Maintain










### Transaction Code

PA30

### Helpful Hints

The Payroll Processor will use this procedure to create a deduction for a single or multiple bond purchases with a single or rotating owner/beneficiary.

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
<b>Error</b> 	<b>Example:</b>  Make an entry in all required fields. <b>Action:</b> Fix the problem(s) and then click  (Enter) to proceed.
<b>Warning</b> 	<b>Example:</b>  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. <b>Action:</b> If an action is required, perform the action. Otherwise, click  (Enter) to proceed.
<b>Confirmation</b>  or 	<b>Example:</b>  Save your entries. <b>Action:</b> Perform the required action to proceed.


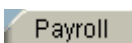
## Procedure

1. Start the transaction using the menu path above or transaction code PA30.

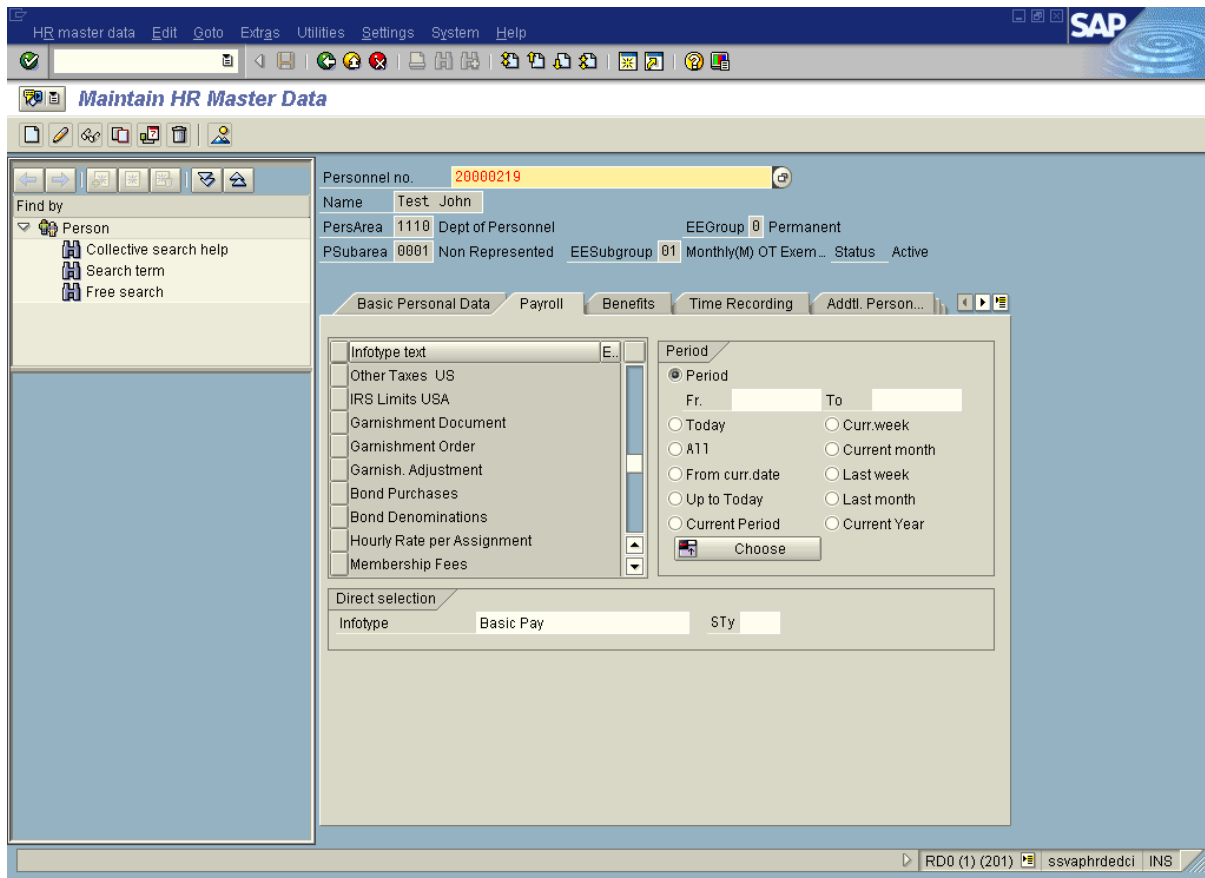
## Maintain HR Master Data

2. Complete the following fields:



Field Name	R/O/C	Description
Personnel no.	R	The employee's unique identifying number. <b>Example:</b> 20000219

3. Click  (Enter) to validate.
4. Click the  tab.

## Maintain HR Master Data





The screenshot shows the SAP 'Maintain HR Master Data' interface. At the top, there's a menu bar with 'HR master data', 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main window is titled 'Maintain HR Master Data'. On the left, there's a 'Find by' section with a tree view showing 'Person' and 'Collective search help'. The search criteria are entered in the top right: Personnel no. 20000219, Name Test John, PersArea 1110, Dept of Personnel, EEGroup 9 Permanent, PSubarea 0001, Non Represented, EESubgroup 01, Monthly(M) OT Exem..., and Status Active. The search results are displayed in a table with columns for Infotype text, Period, and Direct selection. The 'Bond Purchases' infotype is highlighted in the list. The 'Period' column shows 'Today' and 'Curr.week'. The 'Direct selection' column shows 'Basic Pay' and 'STy'.


5. Click the gray box to the left of  Bond Purchases to select.
6. Click  (Create) to create a new record.

## Create Bond Purchases (0103)

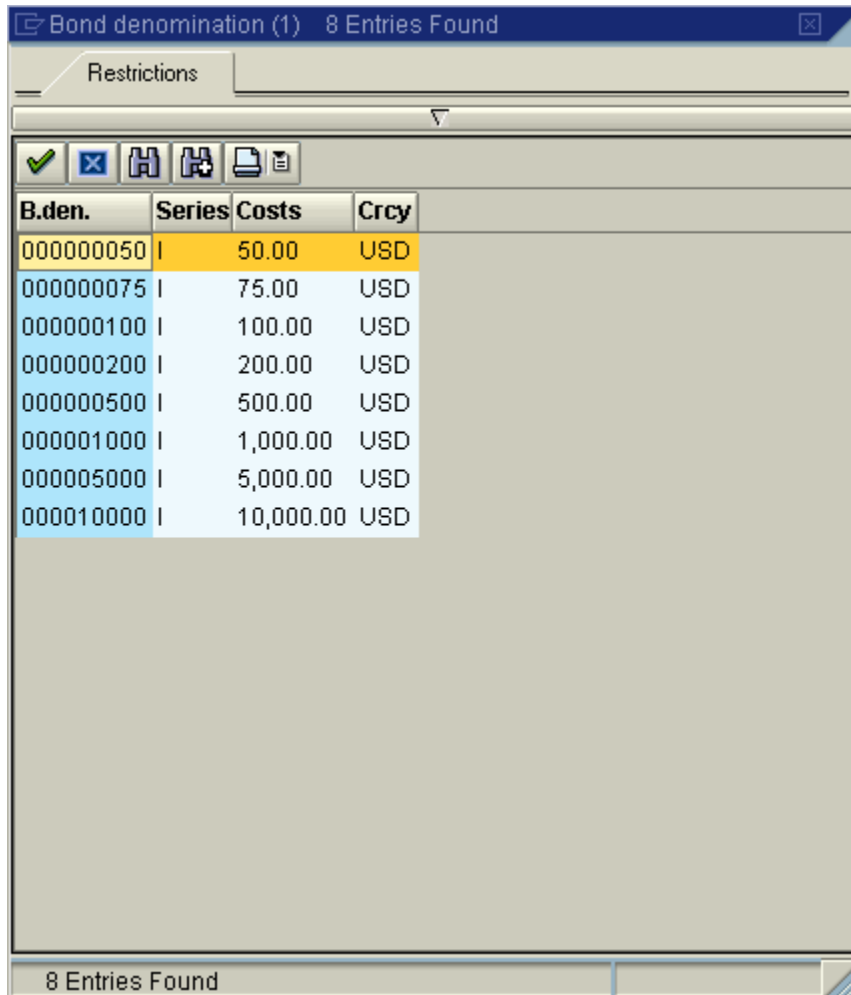
7. Complete the following fields:

Field Name	R/O/C	Description
Start	R	This is the date on which a record begins.  Verify the <b>Start</b> date of the deduction. <b>Example:</b> 10/06/2006
To	R	It specifies the end date of a record.  When creating a deduction the <b>To</b> date should be 12/31/9999. <b>Example:</b> 12/31/9999
Bond series	R	These are types of savings bonds issued by the U.S. Treasury Department <b>Example:</b> I Bond
Bond denomination	R	This is used to hold the value of the bonds at maturity. <b>Example:</b> 50

State of Washington HRMS

8. Click the  (Matchcode) in the Bond denomination field to open the selection list.

**Bond denomination (1) 8 Entries Found**



B.den.	Series	Costs	CrCY
000000050	I	50.00	USD
000000075	I	75.00	USD
000000100	I	100.00	USD
000000200	I	200.00	USD
000000500	I	500.00	USD
000001000	I	1,000.00	USD
000005000	I	5,000.00	USD
000010000	I	10,000.00	USD


9. Click the desired denomination.

10. Click  (Copy) to select.

## Create Bond Purchases (0103)

11. If the bond will have rotating owners or beneficiaries click the ☐ With rotating owner/benef. selection box. For a single owner/beneficiary leave blank.

12. Complete the following fields:

Field Name	R/O/C	Description
Bond deduction amt.	R	This is the amount to be deducted each time the bond wage type is processed in payroll. <b>Example:</b> 50
Payment model	R	This is a pre-defined schedule for taking a deduction or making a payment.   Using the Payment model of WA04 will take the same deduction amount each payroll period.  <b>Example:</b> WA04



The State of Washington used WA01 and WA04 only.

### Create Bond Purchases (0103)

The screenshot shows the SAP 'Create Bond Purchases (0103)' transaction. The interface includes a top menu bar with 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is divided into several sections:

- Owner records:** A tab at the top left of the main area.
- Find by:** A section on the left with a tree view showing 'Person' and options for 'Collective search help', 'Search term', and 'Free search'.
- Personnel Data:** Fields for 'Personnel No.' (20000219), 'Name' (Test, John), 'PersArea' (1110), 'Dept of Personnel', 'EEGroup' (0), 'Permanent', 'PSubarea' (0001), 'Non Represented', 'EESubgroup' (01), 'Monthly(M) OT Exem..', 'Status' (Active), 'Start' (10/06/2006), and 'to' (12/31/9999).
- Bond purchase:** Fields for 'Bond series' (I Bond), 'Bond purchase ID' (00), 'Bond denomination' (000000100), 'Bond cost' (0.00), and a checked box for 'With rotating owner/benef.'.
- Deduction:** Fields for 'Bond deduction amt.' (50 USD) and 'Deduction percentage'.
- Wage types for payroll:** Fields for 'Bond deduction WT', 'Bond balance WT', and 'Bond number WT'.
- Payment dates:** Fields for 'Payment model' (WA04), '1st payment period', 'Interval in periods', '1st payment date', and 'Interval/Unit'.

The bottom status bar shows 'RD0 (1) (201)', 'ssvaphrddedci', and 'INS'.

13. Click **Owner records** .



## Create Bond Denominations (0104)




Information will default into the *Bond owner* information section. You will need to verify this data.

### 14. Complete the following fields:

Field Name	R/O/C	Description
Number of bonds	R	<p>The number of bonds to be purchased.</p> <div style="display: flex; align-items: center;"> <p>More than one bond can be set up for purchase before going to the next bond owner in the rotation.</p> </div> <p><b>Example:</b>      1</p>

**Title: Bonds**  
**Processes :**  
**Sub-Processes :**

HRMS Training Documents

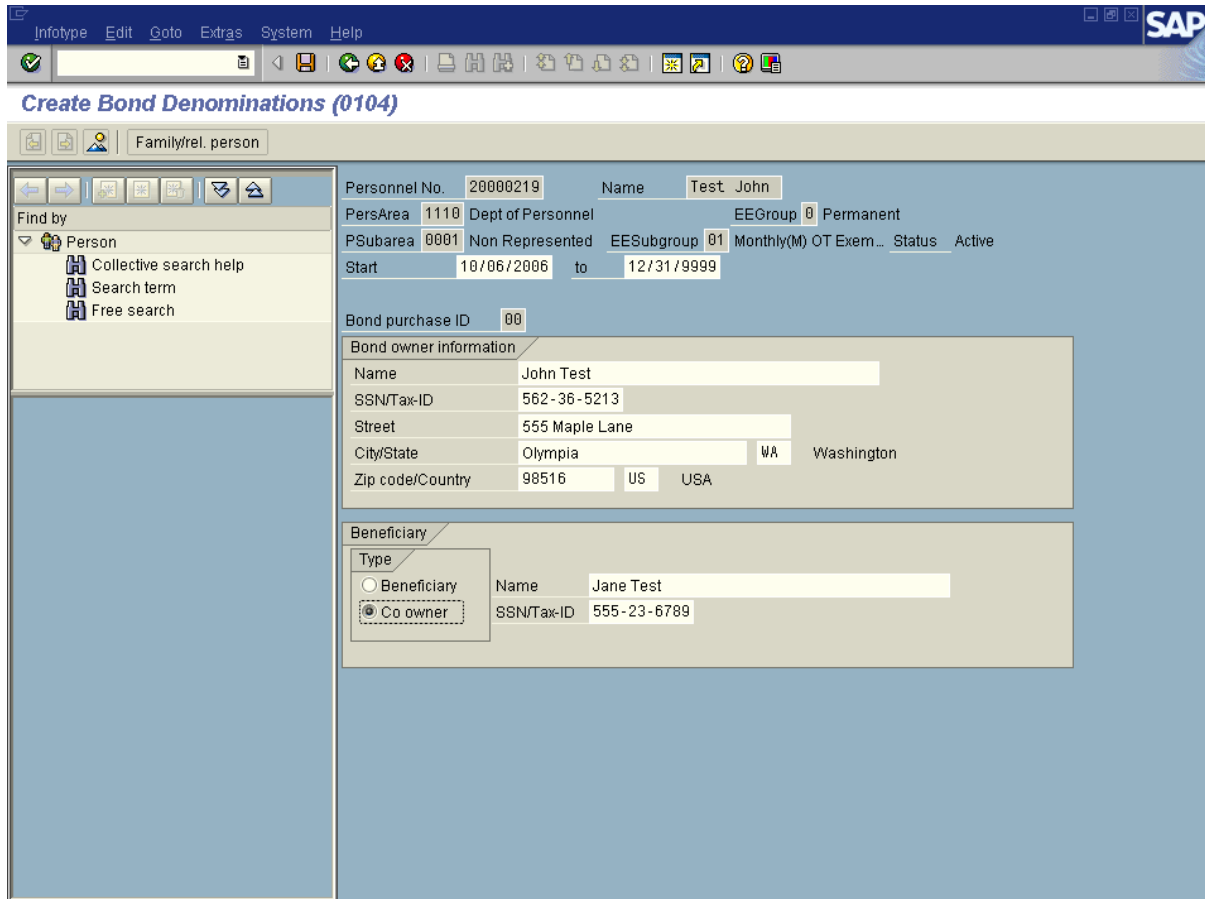
Field Name	R/O/C	Description
Address	R	Complete all of the required address fields for the bond owner.  If the employee changes their address and it is updated in HRMS using <b>Addresses</b> (0006) it <b><u>will not</u></b> be automatically updated here.

15. In the Beneficiary Type section select either the Beneficiary or Co owner radio button.

16. Complete the following fields:

Field Name	R/O/C	Description
Name	C	Enter the full name of the Beneficiary or Co owner. <b>Example:</b> Jane Test
SSN/Tax-ID	R	Enter the Social Security Number for the Beneficiary or Co owner. <b>Example:</b> 555-23-6789

## Create Bond Denominations (0104)



Infotype Edit Goto Extras System Help

**Create Bond Denominations (0104)**

Family/rel. person

Find by

- Person
- Collective search help
- Search term
- Free search

Personnel No. 20000219 Name Test John

PersArea 1110 Dept of Personnel EGroup 0 Permanent

PSubarea 0001 Non Represented ESubgroup 01 Monthly(M) OT Exem... Status Active

Start 10/06/2006 to 12/31/9999

Bond purchase ID 00

Bond owner information

Name John Test

SSN/Tax-ID 562-36-5213

Street 555 Maple Lane

City/State Olympia WA Washington

Zip code/Country 98516 US USA

Beneficiary


Type


☐ Beneficiary

☒ Co owner

Name Jane Test

SSN/Tax-ID 555-23-6789

17. Click  (Enter) to validate the information.

18. Click  (Save) to save the record.

## Create Bond Purchases (0103)

**Create Bond Purchases (0103)**

Owner records    Maint. owner records

Personnel No. 20000219    Name Test John

PersArea 1110    Dept of Personnel    EESubgroup 01    Permanent

PSubarea 0001    Non Represented    Monthly(M) OT Exem...    Status Active

Start 10/06/2006 to 12/31/9999    LESAT

**Bond purchase**

Bond series I Bond    Bond purchase ID 00

Bond denomination 100.00

Bond cost 100.00 USD

☒ With rotating owner/benef.

**Deduction**

Bond deduction amt. 50.00 USD

Deduction percentage

**Wage types for payroll**

Bond deduction WT	A 4100	Bond Purchase Deduction
Bond balance WT	4110	Reserve Balance - Bond
Bond number WT	4120	Number of bonds purchased

**Payment dates**

Payment model WA04    Every Pay Period - Full Amt


1st payment period    or    1st payment date

Interval in periods    Interval/Unit

Record created    RD0 (1) (201)    ssvaphrddci    INS



If the bond has rotating owners/beneficiaries, repeat steps 13 to 18.

19. Click  (Save) to save the bond purchase after the last owner record is created.



It is critical to save this record or your data will be lost.

20. You have completed this transaction.

### Result

You have created a savings bond deduction for single or multiple bond purchases.

### Comments

None.